

**DENBIGHSHIRE COUNTY COUNCIL**  
**DIRECTORATE OF LIFELONG LEARNING**  
**ARCHIVES AND LIBRARIES**

**DENBIGHSHIRE RECORD OFFICE**  
**GENERAL CONDITIONS OF DEPOSIT**

**Deposit:**

- 1.1** The Denbighshire Record Office accepts records of public and local interest for care and preservation and for the use of the public, either as a gift or on loan, in accordance with powers given by the Local Government (Records) Act, 1962 and in agreement with the archive service's collecting policy.
- 1.2** Records which are received on loan (also referred to as 'on deposit') remain the property of the depositor who retains the right to withdraw them subject to the conditions below. Records which are received as a gift become the outright property of Denbighshire County Council and are not subject to these conditions.
- 1.3** Records are accepted on loan on the understanding that the depositor is entitled to deposit the records either as their owner or his/her agent.
- 1.4** Depositors are required to agree to the conditions described here and the County Archivist reserves the right to specify a minimum loan period as a further condition of deposit.
- 1.5** Records on loan remain the property of the depositor. Depositors should inform the Record Office of any change of address or ownership of the records (by inheritance, sale or otherwise).
- 1.6** It is understood that for the purposes of the Data Protection Act 1998 and the Freedom of Information Act 2000, the depositor will be deemed to be the data controller of any data contained in the records that fall within the scope of the act.

## **Conditions:**

### Listing

- 2.1** A receipt with very brief details of the deposit will be sent to the depositor within 15 working days of the deposit. A more detailed list, catalogue or schedule will be prepared according to the Record Office's current practice and a copy supplied to the depositor when complete. Finding aids will also be prepared and published. No member of the public will be allowed access to the depositor's records before the catalogue is prepared without his or her permission.
- 2.2** Records which are considered unworthy of permanent preservation will either be returned to the depositor, or with their consent, destroyed.
- 2.3** The names and addresses of depositors will not be available to the general public. Such details retained by the Record Office will only be used for the purpose of contacting the depositor directly regarding the records.

### Care of Records

- 2.4** All reasonable care is taken of records placed in the custody of the Denbighshire Record Office which is physically secure and environmentally monitored. The Record Office's procedures should protect the records against loss, damage or theft. However, the Record Office shall not otherwise be liable for any such losses. For items of a high monetary value that remain the depositor's property it is recommended that the depositor takes out his/her own insurance.
- 2.5** Records are numbered for their own safety.
- 2.6** Repairs to records are undertaken where appropriate and in accordance with the Record Office's resources.
- 2.7** Documents which are fragile or at risk of damage will not be available for public inspection.

### Use of Records

- 2.8** Records are open to inspection by the public under supervision and in accordance with the Office's rules for the use of records in the search room unless excepted by any statutory or specifically agreed conditions (see 3.7 below).

- 2.9** Subject to preservation and copyright provisions, reproductions of records may be supplied to members of the public for purposes of study, exhibition and publication. Members of the public may be charged a reproduction fee for this service.
- 3.0** Permission of the depositor will be sought for any publication of a substantial part of a document.
- 3.1** The Record Office will be entitled to photograph, microfilm or otherwise copy the documents, the copies to be its property. The Record Office may also use copies of the documents including making them available outside the Record Office to promote its services and publicise its activities.

### Withdrawals

- 3.2** Records may be temporarily removed from the Office by the depositor or owner only and for a stipulated length of time. Five working day's notice of the intention to remove the records is required in writing.
- 3.3** If records are removed permanently by the depositor, owner or authorised agent, a calendar month's notice in writing is required. The Record Office may defray the costs of listing, storage and conservation by levying a charge. Copies made by the Record Office of such records will be made available for public access.
- 3.4** Records may also be withdrawn from the custody of the Record Office for the purpose of conservation, copying, exhibition, or lecture arranged by the Record Office and subject to adequate security precautions being taken.
- 3.5** Records will only be loaned temporarily to another institution for the purpose of display only if conditions conform to appropriate standards (BS 5454 2000) and with the consent of the depositor.
- 3.6** Records will not be produced in a court of law without the consent of the depositor unless they are the subject of a court order.
- 3.7** Records may be deposited on specific terms of deposit mutually agreed between the County Archivist and depositor, including restrictions on the production, exhibition or publication of specified documents.